

Council Contributions to Upgrades of Community Facilities Policy

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Responsible Officer:	General Manager Urban and Community
Relevant Legislation:	Local Government Act 1999
Related Policies:	Asset Management Climate Change Environment and Biodiversity Fixed Asset Financial Reporting Heritage Hire of Community Open Space and Facilities Leasing and Licensing of Community Facilities Open Space Urban Tree Management Water Sensitive Urban Design Eastern Region Public Health Plan Disability Access and Inclusion Plan

1 Introduction

- 1.1 The purpose of this policy is to provide guidance around Council funding contributions to significant upgrades to community facilities, including, under what circumstances funding will be considered, to whom and to what extent.

2 Strategic Plan Desired Outcomes

- 2.1 THEME: Community
 - 2.1.1 Priority 1.1: Flexible, fit for purpose facilities and places
 - 2.1.2 Priority 1.2: Resilience, wellbeing and recreation
 - 2.1.3 Priority 1.4: Facilities, services and programs that meet our community's needs
- 2.2 THEME: Environment
 - 2.2.1 Priority 2.1: Adapt and mitigate for Climate change
 - 2.2.2 Priority 2.2: Canopy cover, greening and open space
- 2.3 THEME: Place
 - 2.3.1 Priority 3.1: Master planning our city

3 Our Approach

- 3.1 The City of Burnside will support contribution of funding for upgrades of community facilities, where there are clear and demonstrated benefits for the community, the upgrades assist in increasing participation in sports or community services, and the contribution is financially appropriate.
- 3.2 The City of Burnside will ensure a fair and transparent process is in place for considering any requests to fund contributions to upgrade existing community facilities.

4 Legislative Requirements and Corporate Policy Context

- 4.1 Local Government Act, 1999

5 Interpretation

- 5.1 For the purpose of this Policy:
 - 5.1.1 “Community facility” means a building owned by the City of Burnside on community land, and used by a club or community group under a peppercorn lease or licence arrangement. It excludes facilities that are run by the City of Burnside, commercial operations, and those funded by the State Government.
 - 5.1.2 “Club or community group” means a community or sporting group that provides a specific service or function, contributing to a *resilient, happy, healthy and connected Burnside community*.
 - 5.1.3 “Significant upgrade” means an upgrade funded (or partially funded) by Council, excluding lifecycle replacement works, and exceeding \$50,000.
 - 5.1.4 “Lifecycle replacement works” means planned works to replace assets at the end of their useful life, and/or to meet legislative requirements.
 - 5.1.5 “Community use availability” means time(s) that the facility will be available to provide programs or use by the broader community (not just the club or community group), excluding basic room hire.
 - 5.1.5.1 “Moderate community use availability” means community use availability in excess of 20 hours per week (between 8am-8pm)
 - 5.1.5.2 “Extensive community use availability” means community use availability in excess of 30 hours per week (between 8am-8pm)
 - 5.1.6 “Cost estimation or quote for the works” means an estimate of the actual costs to implement the project, which have been prepared (or validated) by a qualified cost estimator or builder, and includes only those costs listed as ‘inclusions’ within this policy. Any council contributions will be calculated excluding any professional fees or design contingencies.
 - 5.1.7 “Written down value” refers to the current remaining value of Council’s asset, as recorded in Council’s Asset Management and Finance Systems.
 - 5.1.8 “Current replacement cost” refers to the replacement cost attributed to a given asset, as recorded in Council’s Asset Management and Finance Systems.

6 Policy Objectives

This policy will:

- 6.1 Provide a framework for a strategic approach to considering funding requests for significant upgrades to community facilities;
- 6.2 Ensure a fair, transparent and equitable process for considering requests for funding contributions to upgrade of community facilities;
- 6.3 Ensure that any requests for funding contributions from Council are subject to sound consideration of financial management implications, and do not negatively impact the long term financial sustainability of the Council
- 6.4 Encourage increased participation in sports, particularly in under-represented groups
- 6.5 Enable Council to work in conjunction with community partners to deliver improved outcomes for the community
- 6.6 Assist in prioritising outcomes which help progress Council's Strategic Community Plan goals
- 6.7 Encourage projects that enable shared resources and expertise to achieve efficiencies, share capital, reduce operating costs, improve environmental outcomes, increase community participation, and enable access to a broader range of community-based programs

7 Policy Principles

Inclusions and exclusions

- 7.1 This policy covers requests for a funding contribution towards significant upgrades to existing Community facilities, or, for creation of a new facility (where it replaces an existing facility).
- 7.2 Any contribution from Council will be towards construction of building (or building components) only, and excludes funding of contents, grounds or equipment.
- 7.3 Lifecycle replacements are excluded – where a building (or a component of a building) reaches the end of its useful life and is due for replacement, Council will fund replacement of a modern equivalent. However, if a club or community group wishes to significantly upgrade or modify a building at this point, an application can be made under this policy.
- 7.4 This policy covers City of Burnside owned facilities, used by community or sporting groups, and excludes businesses and commercial operations, and those funded by the State Government.

Eligibility

- 7.5 Requests will be considered from existing tenants of community facilities, who have leased the facilities from the City of Burnside for a minimum of 5 years.
 - 7.5.1 Where the request comes from more than one club or community group (proposing a shared facility), at least one of those must have been a tenant for a minimum of 5 years. Where a proposal is for a shared use facility, it must be demonstrated that the facility will be genuinely used by all of the club / community groups including proposed sharing arrangements, and each must be included in responses to the 'Request for Council contribution to a community facility upgrade form'.
 - 7.5.2 For the purposes of this policy, it will be a requirement for any shared use arrangements to be formalised in a lease or licence agreement with each

of the individual parties, should Council make a contribution towards any works.

- 7.6 Clubs or community groups whose facilities have undergone a significant upgrade (fully or partially funded by Council) within the previous 10 years are not eligible.
- 7.7 Any request must be submitted using the 'Request for Council contribution to a community facility upgrade form' (Attachment A), and must include all required information to be eligible for consideration.

Evaluation considerations

- 7.8 In considering requests for a Council funding contribution toward a significant upgrade, Council will consider the following criteria:
 - 7.8.1 Existing building condition
 - 7.8.2 Functionality
 - 7.8.3 Legislative compliance (i.e. Disability Discrimination Act (DDA))
 - 7.8.4 Alignment to Council and State Government strategies and objectives
 - 7.8.5 Current and future demand for the sport or service being provided from the facility
 - 7.8.6 Proposals which incorporate multiples uses, collaboration and partnerships
 - 7.8.7 Community use and benefit
 - 7.8.8 Impact on open space and environmental outcomes (including consideration of environmentally sustainable design, waste management, building practices and footprint)
 - 7.8.9 Accessibility and inclusion
 - 7.8.10 Strategies for increasing participation as a result of the proposed upgrade (particularly to under-represented groups)
 - 7.8.11 Number of members using the facility who are Burnside ratepayers
 - 7.8.12 The club or community group's financial position
 - 7.8.13 Local economic development
 - 7.8.14 Compliance with relevant state or national sporting association facility design guidelines

Funding

- 7.9 Council will consider funding of up to a maximum of 50% of the total cost, capped at a maximum of \$2 million
- 7.10 Recommended funding contributions will be scaled, per the following:
 - 7.10.1 Alignment to council strategies and objectives: 0% (no alignment) - 10% (strong alignment)
 - 7.10.2 Number of clubs / groups the facility will cater to (excluding general community use): 2% (single club), 5% (dual clubs), 10% (3 or more clubs)
 - 7.10.3 Community use availability: 0% (no community use) - 20% (extensive community use)
 - 7.10.4 Reuse or adaption of existing facilities: 2% (new build), 5% (partial reuse, some new build), 10% (reuse / adaption of existing facility)
- 7.11 If a building is due for replacement by Council within the next 10 years, the following will apply:

- 7.11.1 The current replacement cost less the written down value of the asset will be considered, together with
 - 7.11.2 A percentage, as outlined in 7.10 above, applied to the 'upgrade' portion of the works (i.e. applied to the total project cost less the cost allocated at 7.11.1)
 - 7.11.3 This is in cases where Council is due to replace with a modern equivalent, however the club or community group would like to co-invest in an enhanced asset with increased functionality or capability beyond an equivalent replacement.
- 7.12 At a minimum, funding will not be provided until the next financial year, and supported requests will be recommended for within 1-5 years' time. Any funding will be subject to final approval through Council's annual business plan and budget process.
 - 7.13 Consideration will be given to the current written down value of any asset against the upgrade proposed, to ensure the net value of any replaced asset is positive.
 - 7.14 In addition to the evaluation criteria listed within this policy, funding requests will also take into account Council's overall financial position, other priorities, resourcing, affordability, and will be subject to other projects already approved under this policy.
 - 7.15 While a recommended funding contribution for eligible projects will be calculated based on percentages listed above, any approved contributions will be for a fixed maximum dollar value, and subject to an appropriate acquittal at completion of the project. Where the final cost for the project is less than the initial estimated value, the pro-rata difference on Council's contribution will be reimbursed to Council.

Process

- 7.16 Requests for funding must be submitted using the 'Request for Council contribution to a community facility upgrade form' (Attachment A), and must include all required information, including:
 - 7.16.1 Details of the upgrade work proposed
 - 7.16.2 Information demonstrating alignment to evaluation criteria
 - 7.16.3 Confirmation the club or community group is willing to contribute any remaining amount for the works, which may include through state or federal government grant funding
 - 7.16.4 Information on the club or community group, including financial position, number of members who are City of Burnside ratepayers, female/male membership, under-represented groups targeted via the proposed upgrade
 - 7.16.5 A strategy to increase participation as a result of the upgrade, which includes clear goals, actions and KPIs. This includes participation at 'grass roots' level.
 - 7.16.6 A cost estimation or quote for the works, which has been prepared (or validated) by a qualified cost estimator or builder.
- 7.17 If the request meets the eligibility criteria outlined in this policy, and all required information has been submitted, Council staff will undertake an initial evaluation of the request, in line with this policy.
- 7.18 A report will then be prepared for Council consideration, which includes details of the request, the initial assessment, a recommended funding amount and timing for funding, in line with this policy.
- 7.19 Council will consider the request, and resolve an outcome accordingly.

- 7.20 Any approved requests will be subject to a signed agreement between the club or community group and Council, which stipulates the details under which the funding is allocated, and any reporting / financial / management requirements.

Caveats

- 7.21 A submission under this policy does not guarantee funding. Funding will remain at the discretion of Council, and will take into account additional factors such as Council's overall financial position, existing and planned commitments, and other relevant factors.
- 7.22 The funding will be contingent on an appropriate acquittal being provided on completion of the project.

8 Review and Authority

- 8.1 This Policy will be routinely reviewed in line with Council's Policies and Protocols Framework.

9 Availability

- 9.1 The Policy is available to be downloaded, free of charge, from Council's website <http://www.burnside.sa.gov.au>
- 9.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Burnside Civic Centre; 401 Greenhill Road, Tusmore SA 5065

Telephone; 8366 4200; Email; burnside@burnside.sa.gov.au

Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays)

10 Further Information

- 10.1 For further information about this policy please contact:
- City of Burnside
401 Greenhill Road
Tusmore SA 5065
T. 08 8366 4200

ATTACHMENT A: Request for contribution to community facility upgrade form

Club / community group information		Office use only - compliant (Y/N)
Requesting club / community group name(s):		
Facility proposed for upgrade:		
Contact person name:		
Contact person email:		
Contact person phone number:		
Club / community group total membership (#):		
% members who are ratepayers within City of Burnside:		
% male / female members:		
Please attach information on the financial position of the club / community group(s), including financial statements for the previous 2 years.		
Please attach information on the proposed upgrade or build ("proposed works"), including drawings / plans		
Please attach a cost estimate or quote for the proposed works from a qualified cost estimator or builder		
Please attach strategy for increasing participation as a result of the proposed works, which includes clear goals, actions and KPIs		
Evaluation considerations - please provide details about how the proposed works address the below criteria:		
Please outline how the proposed works will improve functionality or service provision for the club / community group(s):		
Do the proposed works align with, or contribute to, delivery of City of Burnside or State Government strategies or objectives? If so, please provide details.		
Will the proposed works improve accessibility and inclusion? If so, please provide details.		
Please provide details of any credible publications that highlight increased demand for your sport / community service(s).		
Please provide details about how the proposed works have considered or will improve environmental outcomes:		
Are the proposed works intended to help target higher levels of participation in any under-represented groups? (i.e. women, indigenous, disability etc)		

If so, please provide details.		
Please list the club(s) / community group(s) the new/upgraded facility will cater to, and hours / week each will use the facility.		
Will the new/upgraded facility be available for community use? If so, please provide details on which areas, how many hours per week (including times/days) it will be available for community use.		
Is the club / community group intending to manage the proposed works, or, is the request for Council to manage the proposed works?		
Please confirm the club / community group(s) will contribute any remaining amount for the works, (which may include through state or federal government grant funding)		
City of Burnside – office use only		
Number of years the club or group has leased this facility from Council:		
Current building condition (1-10):		
Is the building due for replacement within next 10 years?	Yes / No	
If yes, what is the current replacement cost of the building, current written down value, and difference between these?		
Are the proposed works: New build; Partial reuse/adaption; or Full reuse/adaption?		
Has Council funded a significant upgrade to this facility in the past 10 years?		
Economic development (Remplan) information:		
Any other notes / comments:		

I, (name:) _____, a duly appointed delegate of (club/community group name:) _____, certify that the information provided in the attached form is true and correct to the best of my knowledge. I have read and understood the 'Council Contributions to Community Facilities Policy' under which this request is made.

Signed: _____

Date: _____